

APPLICATION REQUIREMENTS: In order to join a Teams meeting, members must have one of the following:

- Google Chrome, Microsoft Edge, or Microsoft Chromium Edge browser.
- Teams desktop application for Windows or MacOS.
- Teams mobile app for Android or iOS.

In order to ensure cadet parents and other invited guests may openly attend virtual meetings, guest access to Teams Meetings has been re-enabled. This type of access is separate and distinct from guest access to Teams as a whole, in that guests can join only a meeting, as an attendee, and will not receive an O365 Guest Account. This type of access will not grant a guest access to Teams Channels, wiki entries, files, or any other content not posted specifically to the Teams meeting which they are attending.

Instructions for joining a Teams meeting as a guest are included below.

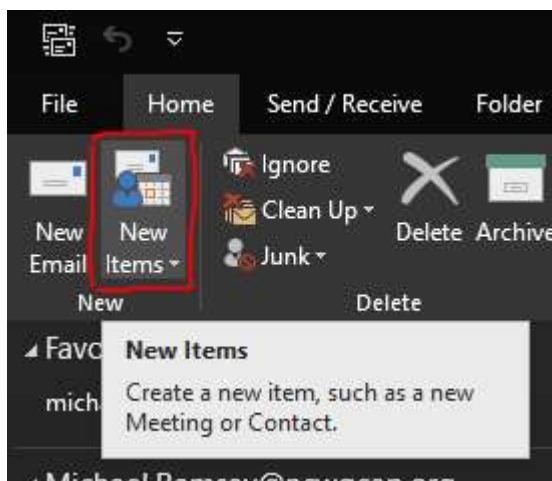
The best way to ensure that all unit members, including cadet parents, are invited to a meeting, is to send the invitation to the unit's Office 365 distribution list. These lists include all seniors, cadets, and cadet parents in a unit. If you do not know your unit's distribution list address, please see your unit ITO.

NOTE: Due to technical limitations, the Teams web and desktop applications do not support adding distribution lists to the attendee list. Therefore, in order to send a meeting invitation to a unit distribution list, the meeting must be created using the Outlook Calendar.

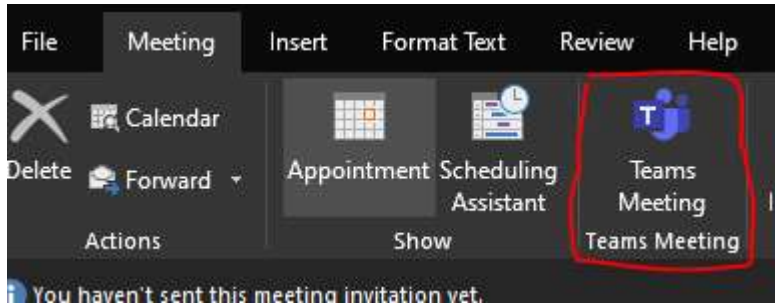
To create a Teams meeting using the Outlook Calendar:

Option #1 (Outlook for Windows desktop):

1. From your Inbox, click on the "New Items" menu near the top left of the screen, as shown:



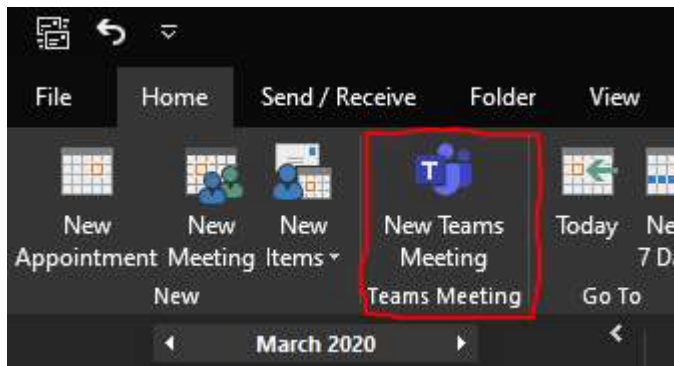
2. Select “Meeting” from the list. In the Meeting dialogue window, click on the Teams Meeting button in the menu ribbon at the top of the window, as shown:



NOTE: The New Items button may not be present in all version of Outlook for Windows desktop. If your users are unable to locate this button in their version of Outlook, please direct them to utilize Option #2 below.

Option #2 (Outlook for Windows desktop):

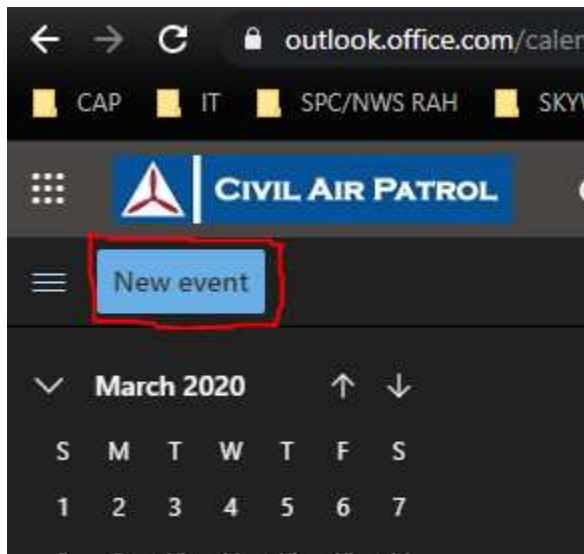
1. From the Outlook Calendar, click New Teams Meeting near the top left of your screen, as shown:



2. Enter the unit distribution list into the “To...” field of the meeting invitation.
3. Enter the additional details, such as the subject, date/time/duration, and any other details you wish to add to the body of the invitation. **Be careful not to delete the “Join Microsoft Teams Meeting” text contained within the horizontal lines.** This text provides the link that your attendees will follow to join the Teams meeting.
4. Click **Send**.

Option #3 (O365 Outlook OWA):

1. From your Outlook calendar, click the “New event” button, as shown:



2. In the New Event window, add the attendees and meeting details.
3. Click the toggle for “Teams meeting”, as shown:



4. Click “Send” at the top-left corner of the window.

Instructions for joining a Teams meeting without an account (as a guest):

1. Go to the meeting invite and select **Join Microsoft Teams Meeting**.
2. That'll open a webpage, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's OK for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit **Join now**.

5. This will bring you into the lobby. The meeting organizer will be notified that you're there, and someone in the meeting can then admit you.

Notes:

- If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.
- Some features of Teams meetings may not be available to guests.

As the meeting organizer:

If you are the meeting organizer, you will be alerted when someone (a guest) is waiting in the lobby.

Click **Admit** to let them into the meeting, or **View lobby** to admit or deny them, as well as see a list of everyone who's waiting.

Organizers may designate other attendees as an Organizer, allowing them to admit or reject guests in the lobby.

When presenting your screen as an organizer, the notification that a guest has entered the lobby will not be displayed. For this reason, we recommend designating at least one other Organizer to ensure guests are not missed while an Organizer is presenting their screen.

Instructions for creating a meeting using Outlook are located here: <https://support.office.com/en-us/article/schedule-a-meeting-with-other-people-5c9877bc-ab91-4a7c-99fb-b0b68d7ea94f>

Instructions for joining a Teams Meeting as a Guest are located here: <https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508>

You may wish to bookmark these pages for future reference.

Please direct any questions regarding these instructions to your unit ITO.